

**Methods of Payment
Accepted by the Loudoun Circuit Court
For Fines and/or Costs**

Location: Loudoun County Circuit Court
18 E. Market Street, File room
Leesburg, VA 20176
Phone: 703-777-0270 (press 6, press 3)

Hours: **Monday – Friday 8:00 a.m. to 4:00 p.m.**

**Methods of
Payment:**

1. Cash
2. **Personal Checks***
Your name and address must be pre-printed on the check by your financial institution. (No starter checks or counter checks accepted). Address on the check must be the same as the address on your identification.

Make checks payable to the **Clerk of the Circuit Court**

3. Money Orders, Cashier's check and Certified Checks.

Make checks/money orders payable to the **Clerk of the Circuit Court.**

***Personal checks will not be accepted from anyone or on anyone's behalf, who has been convicted of any type of fraud, pursuant to 19.2.353.3 of the Code of Virginia, as amended:**

**Such as: Check/Credit Card fraud or forgery
 Embezzlement
 Obtaining Money/Property under False Pretense
 Prescription Fraud
 Grand Larceny Check/Credit Card**

**Other
Information:**

1. Include your case number on/with the payment.
2. Payment must be received by the Court on or before the due date to avoid any penalties.
3. If paying by mail, a self addressed stamped envelope is required if a returned receipt is requested.
4. **If paying by mail, please send payments to:**
Loudoun County Circuit Court
P.O. Box 550
Leesburg, VA 20178